

DUTY STATEMENT

Classification Attorney III	Position No. 105-5795-XXX
CBID ACSA Unit 2	Office Commissioner Hochschild
Date Prepared March 1, 2013	Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under general supervision of Commissioner Hochschild, the incumbent performs the most complex legal work in the office.

WORKING CONDITIONS:

Work is performed indoors in an office setting and occasionally in public facilities.

DUTIES AND RESPONSIBILITIES:

- 25% Drafts the most difficult and important Commission legal or policy documents, including legislation, orders, decisions, briefs, regulations, and contracts. (E)
- 25% Participates in the most complex and sensitive Commission proceedings. (E)
- 25% Represents the Commission in very sensitive and complex proceedings before other government boards and agencies. (E)
- 15% Advises the Commissioners and staff on all aspects of Commission business. (E)
- 10% Develops and recommends legal strategies for the Commission. (E)

I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION.			
Signatures			
EMPLOYEE'S NAME	Date	COMMISSIONER HOCHSCHILD	Date